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## QUICK GUIDE

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- ❑ Mileage—\$0.39 per mile
- ❑ Meal Reimbursement
  - ❑ Breakfast - \$8.00
  - ❑ Lunch - \$12.00
  - ❑ Dinner \$23.00
- ❑ Lodging - \$83.00 + tax  
(Receipt must show zero balance.)

**YOU MUST SUBMIT ALL  
RECEIPTS.**

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## ASSISTANCE

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For assistance with your voucher please contact Linda Scott at (515) 281-3164.

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## OTHER EXPENSES

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- ❑ Miscellaneous expenses are those deemed necessary in the conduct of the official business of the State, which are not included in the categories of subsistence or mileage. All expenses must be supported by sufficient documentation.
- ❑ A receipt for miscellaneous expenses is required.
  - ✓ Admission tickets
  - ✓ Registration fees
  - ✓ Parking/Taxi
  - ✓ Stamp purchases
  - ✓ Supplies (while on the road)
  - ✓ Telephone calls
  - ✓ Faxes
  - ✓ Other expenses
- ❑ Payment of expenses for another person is not allowable.

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## Reimbursement for Expenses

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### A Reference Guide for Commission Members



**Department of Human Rights  
Central Administration  
(515) 281-8537**



**Effective: 07/11**

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## MILEAGE

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- ❑ Mileage is reimbursed at a rate of \$0.39 per mile. Travel should be by the usually traveled route. Mileage should be based on mileage published on state maps by the Department of Transportation and actual miles driven. Any variation from the published mileage must be documented in writing.
- ❑ Be sure to check the vicinity mileage driving when you travel around within a location.

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## MEALS

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- ❑ **Maximum Reimbursement**

- ❑ Breakfast - \$ 8.00
  - ❑ Lunch - \$ 12.00
  - ❑ Dinner - \$ 23.00
- ❑ Receipts **MUST** be submitted to receive reimbursement. (Credit Card receipts are not allowed.)

- ❑ You must be required to leave **BEFORE** 6:00 a.m. to receive the breakfast allowance.
- ❑ You must be required to return **AFTER** 7:00 p.m. to receive the dinner allowance.
- ❑ Tips are allowable for no more than 15% of the food bill and also up to the maximum allowed for reimbursement
- ❑ You **CANNOT** claim alcohol.
- ❑ Room service is allowable up to the maximum allowable limits.
- ❑ Report **ACTUAL** meal expenses.
- ❑ When reporting more than one daily meal, actual expenses can be distributed between those meals up to the allowance per day.



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## LODGING

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- ❑ You are allowed up to \$83.00 per day plus applicable taxes for lodging.
- ❑ If you have meal expense on a lodging receipt, that expense must coincide with the amount reported on your expense form.
- ❑ Please be sure that your lodging receipt includes the following:
  - ✓ Name/Address of facility
  - ✓ Telephone number
  - ✓ Name/Number of guest
  - ✓ Dates stayed
  - ✓ Room number/Rate
- ❑ If requesting reimbursement for a telephone call that appears on a lodging receipt, note the name of the party called and reason for the call.
- ❑ When a FAX charge is assessed, note the party Faxed and reason for the fax message.